

SPEEDWÄ shorthand

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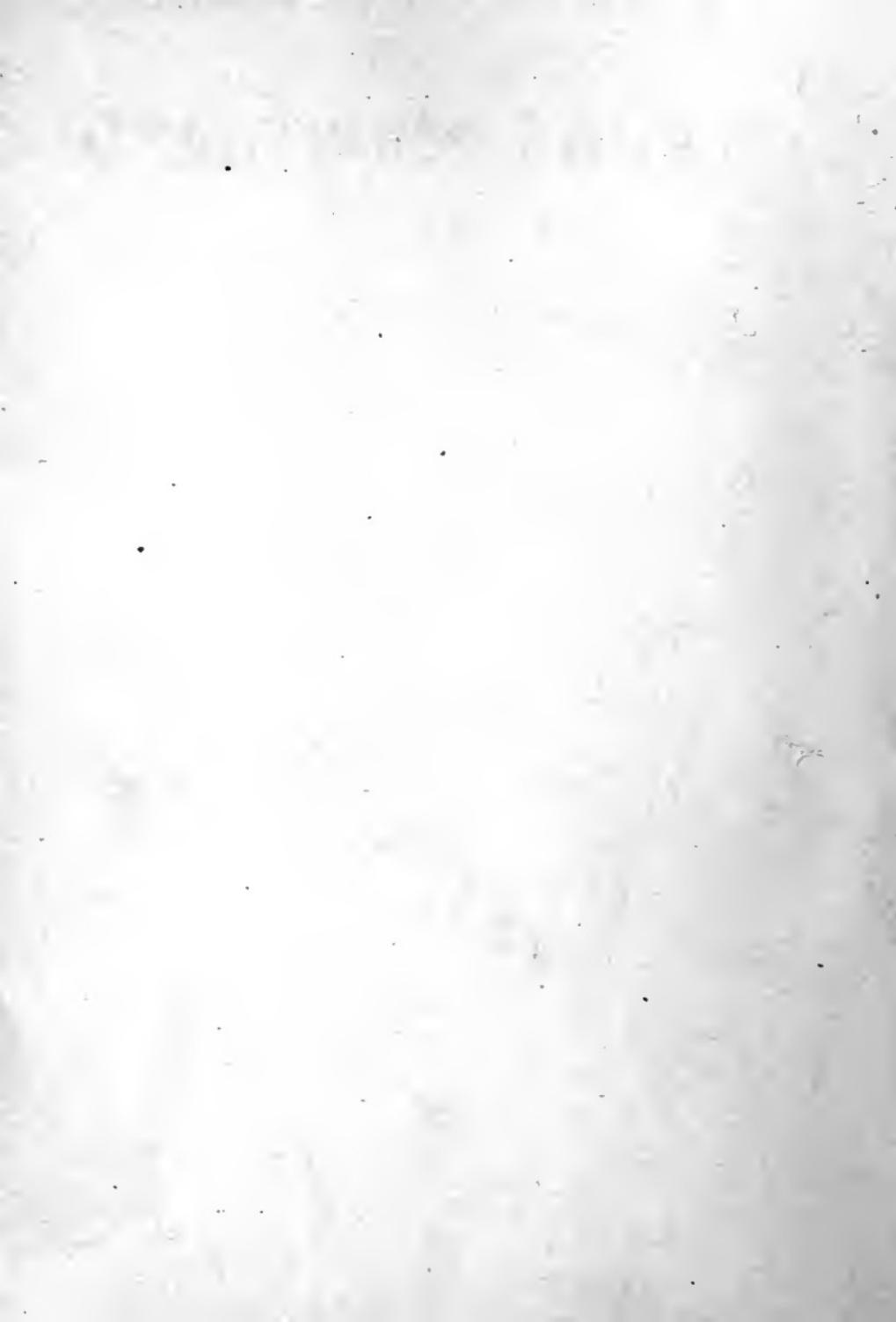


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SPEEDWĀ SHORTHAND

FOR

Class and Self Instruction

BY

MODERN PUBLISHING COMPANY
EDWARD M. CHARTIER, MANAGER

Price \$2.00



1915

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HAMMOND, INDIANA



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Introduction

EVERY demand presupposes the supply. The marked tendency of the present is to specialize along some one line of endeavor. We have come to know that one cannot scatter his energies and qualify to meet the rising standard of today.

As a specialist, therefore, familiar with a given subject, one naturally expresses his ideas readily, often very rapidly. Thus it is clear that in order to record the utterances of the average speaker, a shorthand writer must write at a greater rate of speed than formerly, and that without the necessity of mutilating the outlines to the point of illegibility.

Realizing the need of an improved system of shorthand, the author, with able assistants, has devoted years of his entire time, giving his best energies and undivided attention to inventing and developing a system of rapid writing equal to the present day demands, with the result that he is pleased to present a system having

More speed capacity,

Greater reading power, and

One sufficiently intelligible, definite, and simple as to be within the mental reach of all aspiring to stenographic work, whether it be as an amanuensis or court and verbatim reporter.

We do not presume to impose upon you here the details of the many points of difference, and the enormous advantages of Speedwā Shorthand over other systems.

Only a casual glance at the pages of shorthand notes will suffice to convince you of the justice of our claim for its superior speed capacity. Please note the free, easy, forward movement, facile joinings and brief outlines.

Our claims as to its superior reading power and ease of acquisition, will be amply substantiated by experience with the system.

The experience of the author of Speedwā Shorthand, as a teacher of different systems, as a writer of one of the old line systems, and as an author, has given him a vast advantage over any other author of shorthand.

In the preparation, development, and presentation of this system, much painstaking attention has been given to the needs of the shorthand writer, and to determining what constitutes an adequate system of rapid writing.

In this manual we have endeavored to present the Eleven Simple Lessons of Speedwā Shorthand in a clear, simple and pedagogical manner, without pedantic display of unnecessary and often unintelligible terms.

The author wishes to express his appreciation of the many helpful suggestions received from teachers and writers of shorthand.

EDWARD M. CHARTIER.

CHICAGO, September, 1915.

FIRST LESSON

1. The student should become thoroughly familiar with each section of these lessons as given, before proceeding. Throughout the course, he should practice all shorthand forms until he can write them readily.
 2. In practicing the alphabet, he must be very careful as to the length and form of the characters. It would be well to adopt the proportions given in this Manual.
 3. All shorthand characters are to be written in the direction indicated.
-

FORWARD STROKES

P B M N J R G K L T TH

— — — — — — — — — — — —

4. Only the sounded letters of a word are expressed, all silent ones being omitted.

FIRST POSITION VOWELS

ī aw

5. A character is written midway between the lines of the notebook to show that one of the first position vowels follows it. For example, place the character *L* half way between the lines of your notebook, and you have the word *lie* or *law*; the character *N* likewise written is *nigh* or *gnaw*.

6. A position vowel is always read after the character—never before it.

7. Analyze, read and write all shorthand illustrations; also read from your own notes.

nigh	n ī	thaw	th aw
my	m ī	paw	p aw
lie	l ī	raw	r aw
tie	t ī	law	l aw
pie	p ī	guy	g ī
by	b ī	caw	c aw
rye	r ī	jaw	j aw

SECOND POSITION VOWELS

ā .. .ō

8. A character is written on the line of writing to show that one of the second position vowels follows it.

9. The first character of an outline is written in the position of the first distinct vowel; others follow without regard to position.

NOTE.—Study, read and practice all shorthand illustrations; also read and criticise your own notes.

may	m ā	<u>.....</u>	though	th ō	<u>—</u>
neigh	n ā	<u>.....</u>	low	l ō	<u>—</u>
pay	p ā	<u>—</u>	know	n ō	<u>—</u>
they	th ā	<u>—</u>	mow	m ō	<u>—</u>
lay	l ā	<u>—</u>	go	g ō	<u>—</u>
gay	g ā	<u>—</u>	bow	b ō	<u>—</u>
ray	r ā	<u>—</u>	row	r ō	<u>—</u>
rake	r ā k	<u>—</u>	jay	j ā	<u>—</u>
cake	c ā k	<u>—</u>	make	m ā k	<u>—</u>

THIRD POSITION VOWELS

ā oo ī

10. Slanting strokes are written across, and horizontal characters below the line of writing to express the third position vowels.

to	t oo	<i>/</i>	meek	m ē k	<i>/\</i>
key	k ē	<i>/\</i>	lieu	l ū	<i>/</i>
lea	l ē	<i>/\</i>	tea	t ē	<i>/</i>
me	m ē	<i>/\</i>	knee	n ē	<i>/\</i>
new	n ū	<i>/\</i>	mew	m ū	<i>/\</i>
pew	p ū	<i>/\</i>	rue	r oo	<i>/\</i>

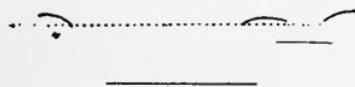
11. PUNCTUATION, ETC.

. ? () ¶ — Foreign Terms
..... x t t x - - - - -

12. A proper name is indicated by two short dashes written under the outline. When two or more proper nouns occur in succession, one line is written under them.

Ray

May Coe



WORD-SIGNS

13. A word-sign is a brief outline used to represent a given word. Those given in this Manual are among the most frequently occurring words in the English language. All word-signs should be thoroughly memorized.

in, any

will, well

come, company

it

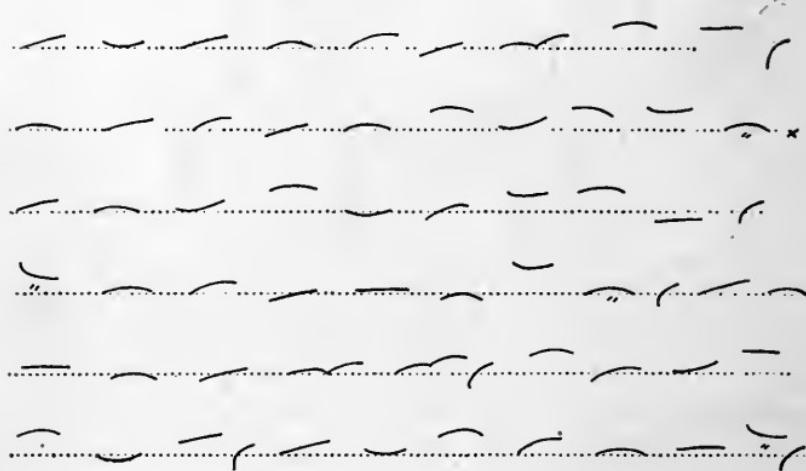
think, thank

do

Note.—The following exercise should be carefully written and corrected by the writer, before it is handed to the instructor for correction. If there be much hesitation in writing, the preceding illustrations should be more carefully studied and practiced.

14.**WRITING EXERCISE**

My company may pay Guy to come in May.
They think they may do well to buy my rye.
Will they thank Ray to rake my new rye?
They know Ray will come to make my new rake.
Will they do well to go in May?
Will May make me any cake?
Guy may row by my low bay in May.
Though Guy may go, they think they will do well.
Do they know Ray Low well?
They may tie my new key to my pew.
Guy Coe will go to rake my low rye by my bay.

15.**READING EXERCISE**

SECOND LESSON

TICKS

	DOWNWARD			UPWARD	
S	Z	SES-SW	CH	Y-LY	-
,	,	,	,	,	-
,	,	,	,	,	-

16. In practicing the above characters, bear in mind that a *tick* is the shortest stroke that can be made.

say	s ā	sight	s ī t
same	s ā m	laces	l ā ses
smoke	s m ō k	spaces	s p ā ses
sake	s ā k	nieces	n ē ses
chime	ch ī m	teases	t ē ses
choke	ch ō k	sweet	sw ē t

SPEEDWĀ SHORTHAND

17. It will be noticed that the long vowels are given in the first lesson; those given below comprise the short vowels.

FIRST POSITION		SECOND POSITION		THIRD POSITION	
ă	oi	ě	ű	ĩ	
săp	s�t	s�ck
p�sses	ch�ck	s�n
noises	s�m	m�sses

18. The second vowel in the first position has a secondary sound as heard in *ah* or *on*. The second vowel in the second position has a secondary sound of *ow*, as heard in *cow*.

tosses	t � ses	chalk	ch aw k
losses	l � ses	cow	k ow
mock	m � k	pouch	p ow ch

SURFACE CHARACTERS

V	H	W	WH
�	�	�	��

19. A tick or a surface character is written below the line of writing for the third position.

GENERAL EXERCISE

see	s ē	voices	v o i s e s
silly	s ī ly	high	h ī
seat	s ē t	highly	h ī ly
seek	s ē k	how	h ow
seem	s ē m	who	h oo
seen	s ē n	home	h ō m
soap	s ō p	homely	h ō m ly
we	w ē	chum	ch ū m
win	w ī n	patch	p ā ch
wane	w ā n	sat	s ā t
wine	w ī n	cases	c ā ses
why	wh ī	leases	l ē ses
vouch	v ow ch	sweat	sw ē t
view	v ū	stitch	s t ī ch
save	s ā v	possess	p ū ses

20. WRITING EXERCISE

swim swam seal sale cheat hilly wholly guesses swell
 season coy vases ham whip while rock vim leg keg
 peg teach stag sip Molly vague league soak hymn hook
 hack suit sue hum rally vile whom sigh basis gases
 tug so masses cheek touch chat latch pitch spices sky
 way

WORD-SIGNS

very	I, the (<i>down</i>)
he, him	...o.	which, wish
ship	...m..	and	...m..

PHRASING

21. Phrasing, as used in shorthand, is the joining of two or more words, or otherwise varying the writing of such words as naturally run together in speaking.

22. Too much cannot be said in favor of correct and judicious phrasing, which the student should practice persistently from the beginning.

23. The first word of a phrase determines the position of that phrase; that is, the first word is written in its position, and others follow without regard to position.

24. In the middle or at the end of a phrase, *I* or *The* may be written either upward or downward—in the direction forming the sharpest angle, and when joined to a curve, it is written on the outside of the curve.

25. The word-sign *And* is phrased only at the beginning of a word.

know the	—..	in the
I may	—..	pay the	—..
I think	—..	to the	—..
I make	—..	do the	—..
I do	—..	wish the	—..
do I	—..	and company	—..
may I	—..	and it	—..
will the	—..	and may	—..

26. WRITING EXERCISE

NOTE.—Words joined by hyphens are to be written as phrases.

Hugh says they wish-me-to come home very soon.

I-think he-may go to Bay View to see-the new ship.

Molly says it passes my home in May.

He-may-come in May to teach my boy to row.

I saw-the two vases which we set in-the high cases.

I-think Mrs. Low and Mrs. Hume will win-the cases.

How-soon do they wish-me-to-go to see-the laces and make the veil?

I-may sign-the leases and pay-the check soon.

They say they may pay highly to see-the ship, which passes my home in May.

27.**READING EXERCISE**

THIRD LESSON

CIRCLES

28. A small circle is *R* and a large circle is *L*.
29. For the present, the circles are used only at the end of words.
30. When joined to a curve, the circle is written on the inside of the curve.

near  mail 

more  nail 

core  call 

31. When joined to a straight character, the circle is written in the direction opposite the movement of the hands of the clock. When appearing between a curve and a straight character, the circle is written on the inside of the curve.

there  tell 

tire  till 

pair  pail 

DOWNTWARD STROKES

D	Qu	F	SH
---	----	---	----

--	--	--	--

S, Ses

32. When appearing in the middle of an outline, *S* and *Z* are used interchangeably, and sometimes written with a continuous movement onto the following character. At the end of words, *S* is expressed by *Z*, written upward after the downward characters, and downward after others, as is also *Ses*.

NOTE.—It will be noticed that *S* or *Z* is slightly retraced onto the preceding character.

size		door	
chase		face	
yes		lease	
house		its	
houses		those	
shoes		these	
share		moisten	
days		cousin	

St-Sd

33. Immediately following stroke *R*, *M*, *K* or *Q*, *St* or *Sd* is expressed by *Z*, written upward; after all other characters they are expressed by *S*, written downward.

most	post
cost	postal
rest	test
passed	haste

34. Any tick character may be written after the circle, and *S* or *Ses* may be written in the direction forming a continuous movement.

35. In the middle or at the end of an outline, *Ch* or *Y-Ly* is written in the direction forming the best angle, and always on the outside of a curve.

cars	much
searce	notch
mires	march
tires	poreh
theirs	merely
stores	nearly

NOTE.—The side on which the circle is written is called the *circle side*; the side opposite is called the *reverse side*.

36. The syllable *De*, *Be*, or *Re* does not determine the position of the outline, which is written in the position of the next distinct vowel.

GENERAL EXERCISE

less		secures		pays	
ties		courses		past	
tossed		touches		suppose	
stars		tells		supposed	
tests		sweets		pierce	
steers		nears		pierced	
sits		mails		miss	
cores		mass		missed	
caressed		moist		mayors	
repair		space		merest	
retail		spaced		mason	
beside		pistol		poison	
decay		valley		vessel	

37.

WRITING EXERCISE

chases faces chooses dishes fish dash noteles reaeh sash
 roars rarest best base face faceed far dearest dares tares
 fully daily duly hastily tally tiles tar bills leased shares
 cheers feast shone highest hoes hires deal dull mires
 racee raced pails guest boys bossed shame reason cousins
 vainly torreh teach catch fetch shyly chilly basin volley
 shook news fees fears eures choir mateh latch gaily
 cheap poach

WORD AND PHRASE SIGNS

are, or	... <u>o</u> ...	for, fore, have	<u>..f..</u>
hear, here, year	... <u>o</u> ...	Dear Sir	<u>..A..</u>
succeed, success, -ful-ly	<u>S</u> - <u>u</u> - <u>l</u> - <u>l</u> - <u>y</u>	Very truly yours	<u>..e..</u>

PHRASING

38. The phrase *Of the* may be omitted in writing, and expressed by writing the words preceding and following very close together.

some of the most	<u>to</u> <u>o</u>	they are in	<u>o</u> <u>o</u>
two of the best	<u>o</u> <u>o</u>	to hear the	<u>o</u> <u>o</u>
any of the mail	<u>o</u> <u>o</u>	may hear the	<u>o</u> <u>o</u>
lease of the house	<u>o</u> <u>o</u>	near the	<u>o</u> <u>o</u>

39.

WRITING EXERCISE

Dear-Sir:

I saw Myers &-Co., and they tell me-to ship-the ears, tires and doors to their house in Paris, and-mail-the bill for-the repairs to their house here in July, or any-day (of the) year.

They seem-to think it may cost less to ship these cars for repairs by-the vessels which sail past-the lower dock daily, and they may decide to see-the company soon.

Though we-are-in no haste, I suppose I-may test-the power (of the) cars soon. The retail cost (of the) tires seems very fair.

I-think those boys are supposed to succeed in their sale (of the) posters and spices in their stores in Dallas.

My very best wishes for-their success.

Very-truly-yours,

40.

READING EXERCISE



FOURTH LESSON

LENGTHENING AND HALVING

41. Make any stroke double its normal length to add *N* or *M*.

manner		them	
summons		timely	
seaman		sustain	
namely		system	
manly		famine	
suspense		lonely	

42. After the first character, a stroke is also made double length to add *L*.

hotel		spell		final		still		small	
-------	--	-------	--	-------	--	-------	--	-------	--

43. Make any stroke half length to add *T*, *D*, or *Th*.

NOTE.—In monosyllables it is advisable to make *L* half length for *T* only.

might	—	made
night	—	could
matter	—	mother
letter	—	father
paid	—	rather	—

44. In writing words involving both the halving and the lengthening principles, the halving principle is generally applied.

tend	lend	land	kind	find	point
—	—	—	—	—	—

45. At the end of words the sounds of *Ted*, *Det*, *Ded*, *Tet*, etc., are expressed by a loop written on the *circle side* of a stroke.

noted	needed	suspended	lighted	limited
—	—	—	—	—

46. In writing proper names, unless they be familiar to the writer, it is advisable to lengthen and half length for only *N* and *T*, respectively.

47. In writing the combination *Ng* or *Nk*, both of the characters involved are written.

GENERAL EXERCISE

thing		want	
mink		went	
remain		winter	
retain		modest	
human		gather	
speller		together	
smaller		tonight	
smallest		sustained	
scholar		stated	
candid		seated	
candidates		postpone	
nominate		postpaid	
nominated		medicine	

48.**WRITING EXERCISE**

write wrote let light lead laud leads fort dart hold
 healed holder suffocate sold soiled lad sealed lid sift
 soft sweeten writer style man fine finer finest line liner
 mines lemon means demon deacon linens can sustains
 pounded fountain romances punch lunch quite quoted
 finances written pointed tinted lined landed bother
 found sounded roamed remit remitted June ten vote
 meantime gates reckon none heed tighten lighten
 systems demeanor deduct dedicate monk detain sting
 repeat repeated tongue guided sort soared

WORD-SIGNS

member, remember		please, pleasant,	
		-ly	
president-ial		did, thousand (<i>up</i>)	

PHRASING

do not		I do not	
did not		*I did not	
will not		think not	
are not		have not	
need not		president of the company	
father and mother		members of the house	

*Always write the phrase *I did* below the line.

49.

WRITING EXERCISE

Dear-Madam: In-the letter which Macon &-Co. wrote-me, they state-the retail cost (of the) small spellers, sent postpaid. I remember my father wrote-to them last winter, and-he stated he did-not sell-the right for-any sum smaller-than he-had quoted them.

I-do-not suppose the scholar will vote to nominate my father for president (of the) company. We-are-pleased-to-hear (of the) success which most (of the) members had in-the South late in-the winter.

I-do-not think the president will hesitate to sustain their rights in-the-matter (of the) scholars whom they suspended.

We-are-pleased-to remain
Very-truly-yours,

Dear-Sir: We saw-the president (of the) company, and-he says he-will secure-the deeds and-mail-them not later-than June, together-with check in full. No-doubt they-are quite candid in-the-matter, and will tell-the men they may loan-the postman the very limited sum. He seemed in suspense to know more (of the) success they had in Spain. I-have no-doubt they will succeed in their venture. I-do-not suppose the letter I sent them tonight will please them.

Please write-to my father-and-mother, and-tell-them they may sell two thousand feet (of the) land south (of the) state line.

Very-truly-yours,

50. READING EXERCISE

... b - w i t ^ o v e r l i n e .
w - s i n g u l a r l y
— do c o n s i s t e n t
w - d i f f e r e n t
w e x i t i n g
t h e a c t i v i t y
c o m p a c t i v e
w - x - y
i n j e c t i o n s
v - v - v
x - z - y - z - w

FIFTH LESSON

CONSONANT HOOKS

51. A small hook at the end on the *circle side* of any stroke is *P* or *B*; a large hook is *F* or *V*.

type	stamp
tape	pump	—
cape	pave	—
cube	cave	—
stoop	staff	—
step	stove	—
scope	knife	—
lobe	—	muff	—

52. When the *P-B* hook appears on a half length stroke, the hook is generally read before the *T*, *D*, or *Th*, represented by the halving principle.

kept	mapped	capped	stepped	skipped
------	--------	--------	---------	---------

53. When a character is preceded or followed by an accented vowel, other than the position vowel, the stroke is written, when convenient; otherwise, the principle is applied and the character which follows is added.

diet	/	lien	—
dyed	/	lean	—
duet	/	lyon	—
debt	/	line	—

54. After a consonant hook, *St* or *Sd* is sometimes written upward.

GENERAL EXERCISE

typist	/	steep	—
manifest	/	stooped	—
scape	/	tube	—
sleep	/	deep	—

lamp		mobile	
camp		depend	
love		deposit	
move		demure	
knave		repay	
job		refused	
stump		value	

55.

WRITING EXERCISE

leaped rope detour captor deepen divine stop reap slip
 captivate deeps tipped capes definite repose reposed
 Memphis David manipulate stamp dipped tapped swamp
 tube skips scamp romp repine values hemp

WORD-SIGNS

important-ance		satisfy-ed-tory	
response-ible		difficult-y	
receipt, receive		subject	

PHRASING

56. The *P-B* hook expresses *Be* or *Been*; the *F-V* hook, *Of* or *Have*.

to be	✓	could be
will be	✓	may have	—
will not be	✓	they have	—
seemed to be	✓	two of	—
may be	—	some of	—
can be	—	any of	—
have been	✓	will have	—

57.

WRITING EXERCISE

The captain will-be here soon with their staff (of the) best men in-the camp.

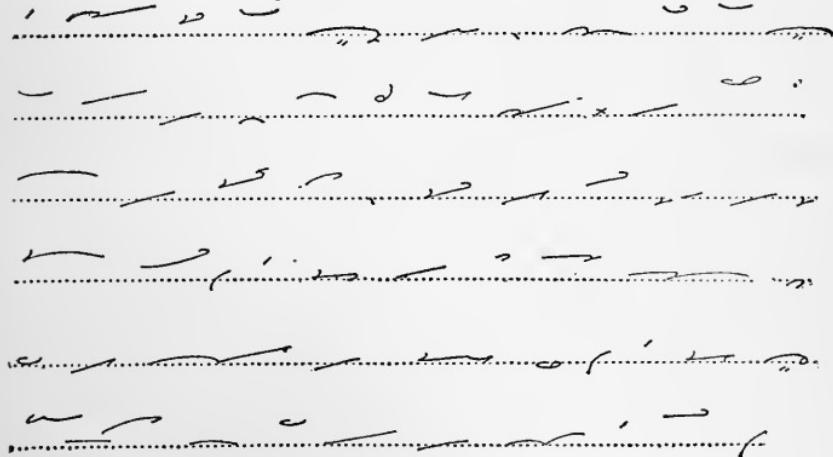
They have-been near-the swamp since June, and-he seems to want them to move to some more important point, whieh may not-be definitely known. The men-have received the maps, and their response will-be sent today. The importance (of the) subjeet may-be made manifest in their. letter, for which-the captain says he-will-be responsible.

It will-not-be difficult to succeed and-to keep in touch with most (of the) important moves they may-make.

Though we-are-not quite satisfied with their response, we-are-in no haste to mail-the letters, which-the typist wrote, though he-will mail-the important letters.

58.

READING EXERCISE



SIXTH LESSON

COALESCENTS

59. The term coalescent, as here used, indicates two or more consonants united without a vowel coming between them; as *pr*, *kr*, *sr*, *pl*, *kl*, etc.

60. To express coalescents *L* and *R*, the respective circle is written at the beginning of the character. The character is read first, then the circle, and then the position vowel.

61. Always call the coalescents *per*, *ker*, *ser*, and *ple*, *kle*, etc., as heard in the last syllable of *paper*, *closer*, and *purple* or *couple*.

NOTE.—In joining a circle to another character, start the circle in the direction in which the character is to be written.

prayer	pr a r	prices	pr i ses
press	pr e s	priced	pr i st
pressed	pr e st	place	pl a s
trace	tr a s	close	kl o s
traced	tr a st	clear	kle r
suppress	s u pr s	mental	m e n tl
suppressed	s u pr st	nominal	n o m nl

62. Consonants are sometimes coalesced when an unessential vowel intervenes.

proper	pr o pr	<u>oo</u>	prepare	pr e pr	<u>oo</u>
supper	s u pr	<u>oo</u>	miracle	mr a kl	<u>oo</u>
murmur	mr mr	<u>oo</u>	delay	dl a	<u>P</u>
record	r e krd	<u>oo</u>	delight	dl it	<u>P</u>

63. At the beginning of a word the circle is written on the *reverse side* of *B* and *Th*, and *B* is written horizontally.

bright	bribe	bless	throw	through
<u>o</u>	<u>o</u>	<u>o</u>	<u>o</u>	<u>o</u>

64. In writing the coalescents *Sr* and *Sl*, downward *S* is used.

miser	tracer	certain	muscle	castle
<u>o</u>	<u>o</u>	<u>o</u>	<u>o</u>	<u>o</u>

65. When a stroke character is added to the primitive form of a word which ends with a circle, the circle is slightly varied, to show that the characters do not coalesce.

fireman	carman	masterpiece	doorkeeper
<u>o</u>	<u>o</u>	<u>o</u>	<u>o</u>

66. In the middle or at the end of an outline, circle L is varied to add T, D, or Th.

mailed told knelt gold golden

67. When joined at the angle of two characters, the circle is written on the outside of the angle; between reverse curves, it is generally written on the inside of the first curve.

GENERAL EXERCISE

stopper		sermon	
street		promised	
sister		personal	
stream		perspire	
strength		precipice	
treated		precipitate	
trust		protest	
retrace		protestant	
retraeed		brought	
saered		brother	

spoiled		superior	
toiled		motorman	
stealth		measured	
private		cashier	
provide		scrape	
previous		strap	

68. WRITING EXERCISE

terminal standard strong purchase brave probe strip
 secret process dipper precipitate collided facile cancel
 prince princess promises promise brown brag neighbor
 precept strays precipices curriculum train drive
 drayman merit proud brain trap drop truth stretch
 screen similar gratitude permit greater tracers supervise
 gray proclaim radical free dread reaper repress betroth
 decrease return racer deprive depressed proprietor
 catalogue price priced fairer dearer critical closer
 certainly library betray brighter

WORD AND PHRASE SIGNS

Mr.		deliver-y	
Messrs.		Truly yours	
from, form		Cordially yours	

69.

WRITING EXERCISE

Dear-Sir :

The motor-company promise to have the private cars prepared for delivery to the prime minister not later than June. They promised to provide cars for the trip through the southern states.

For the very nominal sum, Mr. Gray, (of the) firm Messrs. Blair Brothers &-Co., will supervise the paper till it passes through press.

Truly-yours,

Dear-Sir :

Please quote prices and best terms for the maple mantel, dresser, mirrors, and two sweepers, to-be sent by freight to Messrs. Brown &-Co., Brooklyn.

The lumber-company promise to try to secure the proper lumber for the new terminal. Though I can produce the papers, I do not suppose the fireman will press the suit, since he will not be here to protest the claim.

Truly-yours,

The multitude thronged the streets to greet the president. The great crowd crossed the street to proclaim their gratitude.

He greeted them cordially and most heartily, and praised the crew for their valor.

Private cars decorated with purple, green, blue, and brown, brought brokers and scholars from Princeton.

70.

READING EXERCISE

for the road to the
outpost of
mines and
the town
was taken
and
was
the
position
of
the
I
was
was
was
was
was

SEVENTH LESSON

CONNECTED VOWELS

71. A small hook at the beginning on the *reverse side* of *B*, *D*, or *Th*, and on the *circle side* of all other strokes, is *A*, *O-Ow*, or *U*; and a large hook is *E*, *I*, or *Oi*.

72. When preceded by a vowel at the beginning of a word, *B* is written horizontally.

NOTE.—The initial hook is always read first, then the consonant, and then the position vowel.

about	—	amass	—
abuse	—	amazed	—
appears	—	announce	—
open	—	accuse	—
Athens	—	accused	—
attest	—	unite	—
attire	—	items	—
admire	—	island	—
after	—	elected	—

73. A vowel connected medially is especially valuable as a means of facilitating joining and of expressing an accented vowel.

poet

graduate

situate

statute

74. At the beginning of some stroke characters, W is written in the form of a hook on the *circle side*.

walk

wall

wake

weep

women

VOWEL CHARACTERS

A

E

I

O

U

75. When an initial vowel is the only one occurring in a word, the outline is written in the position of that vowel.

76. When two vowels occur together at the beginning of a word, write the character for the first vowel in the position of the second vowel.

iota

owe

eye

own

act

all

77. At the beginning of an outline when followed by concurrent vowels, *S* is expressed by *Z*, written upward.

science	Seattle	Zion	Siam
---------	---------	------	------

78. At the beginning of an outline before a circle, surface character, or a tick, the *A* character also represents *O* or *U*; the character *I*, *E* or *Oi*. At the end of words the vowel characters are used interchangeably, the one being used which forms the best angle.

oppressed	money
-----------	-------	-------	-------

appropriate	ammonia
-------------	-------	---------	-------

accrue	lazy
--------	-------	------	-------

honor	each
-------	-------	------	-------

GENERAL EXERCISE

art	week
-----	-------	------	-------

orator	asset
--------	-------	-------	-------

wealth	society
--------	-------	---------	-------

up	—	at	—
opposed	—	out	—
obey	—	attend	—
abrupt	—	attitude	—
abbreviate	—	youth	—
approach	—	use	—
enemy	—	omit	—
carry	—	memory	—
attorney	—	testimony	—
authorize	—	amanuensis	—
actress	—	primary	—
also	—	promissory	—
anticipate	—	united	—
associate	—	accuracy	—
arrest	—	weapon	—
await	—	stimulate	—
polite	—	assign	—
beyond	—	assume	—

79.

WRITING EXERCISE

arm earnest oak Peru Leroy adapted adds apply belated
 benefit address irritate oath aptitude attend assort worry
 weary amuse amused accost attests aggravate elevate
 mitigate accumulate European mutual erase ought oar
 evade hurry illuminate illegal amended universe artist
 effort affiliate abroad oratory another article tomorrow
 ask illbred illnature alter officiate admit odd issue

WORD-SIGNS

acknowledge,	—	error	—
-ment	—	—	—
opportunity	—	one, won	—
order (<i>down</i>)	—	you, your	—

PHRASING

80. The W hook expresses *We* or *With*.

NOTE.—Do not phrase *We did*.

we may	—	with them	—
we think	—	with theirs	—
we will	—	with me	—
we have	—	we thank you	—
we do not	—	do you	—
we pay	—	in yours	—
we know	—	to yours	—

81.**WRITING EXERCISE**

We-know-the alumni soeiety will allow all graduates to appear with-them at-the Opera House.

They-are accused (of the) error which appears in-the item which announces the affair, and they will-be there at-the appointed time to offer their protest.

Though-the women acknowledge they-are-not pleased, they do-not admit one error in-the plan they adopted.

Will-you please assign-the papers to-your attorney?

We-have no-doubt all will unite in their effort to aid-the officer.

One (of the) superior officers will issue orders to have-the statute books brought to-the office.

Their opportunity to unite their efforts will-not affect the united efforts (of the) Union, which certainly will-not-be illegal.

Do-you suppose the-man whom we appointed two weeks ago attended to all private affairs (of the) manager?

Their promise to abide by and obey all orders (of the) Union, seems to-have escaped their memory.

We-may-be-in Peru in about two weeks, and you may-then announce the annual sale at-your store.

Do-you know-the amateur's private office will-be open about noon tomorrow?

82.

READING EXERCISE

EIGHTH LESSON

COMPLETE LIST OF WORD-SIGNS

83. All word-signs may be joined to words following them; those marked with asterisks may also be joined to words preceding them. Some of the word-signs given in this list are written in accordance with principles which appear in more advanced lessons.

able-ly-ility	—	*as, has
absolute-ly	—	be, been	—
*accept-ance	—	began	..()
*acknowledge, -ment	—	begun	()
*advance	—	begin	() ..
advantage	—	before	—
*again, against	—	believe, belief	9
*a, *an	—	between	—
*and	—	build-ing	9 ..
*are, *or	—	*business	—

but	—	difficult-y	—
*care	—	direct-ly-tion	—
cause, because	—	*do, due	—
*cent-s	—	*dollar-s	—
change	—	done	—
charge	—	either	—
Christian	—	elect, electric	—
*circumstance, -tial	—	equally	—
college	—	even, evening	—
*come, *company	—	*ever, *every	—
condition-al	—	evident-ly, evidence	—
*convenient-ce	—	*favor-able-ly	—
defend-ant	—	*first	—
deliver-y	—	*for, *fore, *have	—
democrat	—	*from, *form	—
democratic-ey	—	gave, *glad-ly	—
develop-ment	—	gentleman	—
did, thousand (<i>up</i>)	—	gentlemen	—

get	..	million
*give-n	..	member, remember
*he, *him	..	mind, am
*here, *hear, *year	..	*Mr.
hundred	..	Messrs.
*I, *the (<i>down</i>)	..	now
if	ob'jeet, object'
*in, *any	observe, -ation
inclose-ure	*of	..
inform-ation	on, young	..
important-ance	*one, won
*is, *his	*only
*it	opportunity
judge	*order (<i>down</i>)	...L...
knowledge	organize, -ation
language	*other	..
like-ly, shall	*our, *hour, *were
long, belong	*over

particular-ly	—	*receipt, *receive	~
perhaps	—	*regard	—
plaintiff	—	regret	—
*please, pleasant-ly	—	regulate, regular-ly	—
politic	—	religion	—
poor, *position	—	religious	—
*possible-ly, -ility	—	*reply	—
pres'ent-ly, present'	—	represent, -ative	—
president-ial	—	*respect-ful, -ly	—
principal-ly, principle	—	*response-ible	—
proposition	—	revolution-ary	—
protection	—	satisfy-ed, -tory	—
prove	—	*self-ish	—
public, publish	—	*ship	—
quality, qualify	—	side	—
quantity	—	speak, speech	—
*question-able	—	spoke-n	—
*ready-ly	—	subject	—

succeed, success, -ful-ly		*what	✓
such	,	when	✓
*that	✓	*where	✓
*think, *thank	✓	*whether	✓
*this, except	✓	which, wish	✓
therefore	✓	*will, well	✓
*understand, -ing	✓	without	✓
understood	✓	word, ward	✓
*us	✓	*work	✓
usually	✓	world-ly	✓
very	✓	worth-y	✓
*was	✓	yet
		*you, *your	✓

84. A single stroke word-sign is not made half length to express the past tense of the verb.

thanked	shipped	loned	liked
✓	✓	✓	✓

85. A word-sign is employed in writing other words when it forms one of the principal syllables.

forward	↙	deform	↖	already	↗
award	↘	formal	↙	foreman	↙
reform	↙	former	↙	trustworthy	↙

COMPOUND WORDS

86. In compound words *B* hook and *Y* express *Body*.

anybody	wherefore	↙
somebody	↙	wherein	↙
nobody	↙	within	↙
somehow	↙	whenever	↙
someone	↙	whatever	↙
somewhat	↙	whatsoever	↙
anyhow	whomsoever	↙
anyway	whensoever	↙
anywhere	↙	therein	↙
anyone	thereto	↙
whereupon	↙	therefrom	↙

NUMERALS

87. In writing round numbers, the respective word-sign for *cent-s*, *hundred*, *thousand*, or *million*, is written under the numeral.

25 ets.	\$4	\$4.25	400
<i>2.5</i>	<i>4</i>	<i>4.25</i>	<i>400</i>
\$400	4,000	\$4,000	400,000
<i>4</i>	<i>4</i>	<i>4</i>	<i>400</i>
\$400,000	4,000,000	2,400	2,400,000
<i>400</i>	<i>4000</i>	<i>24</i>	<i>2400</i>

88. A tick intersecting a character at right angle, indicates an abbreviation or a contraction of words.

Feb.	<i>2.</i>	f. o. b	<i>2.</i>
Sept.	<i>9.</i>	P. M.	<i>—</i>
Oct.	<i>10.</i>	P. S.	<i>—</i>
Nov.	<i>11.</i>	it's (it is)	<i>—</i>
Dec.	<i>12.</i>	don't (do not)	<i>—</i>
A. M.	<i>1.</i>	didn't (did not)	<i>—</i>
O. K.	<i>1.</i>	won't (will not)	<i>—</i>

89. In phrasing, the word-sign *And* also represents *A* or *An*, joined at the end of a word, while *And* is joined at the beginning: either may be joined in the middle of a phrase.

GENERAL EXERCISE

do a		and others	
to a		one and all	
of a		when and where	
for a		in and of	
will a		without doubt	
in an		in question	
in an hour		if convenient	
if a man		if convenient for you	
for a time		directly opposite	
as a man		circumstantial evidence	
was it not a		pleased to give you	

NINTH LESSON

JOINED AFFIXES

90. The halving or the lengthening principle may be applied to a joined prefix.

91. The first distinct vowel following a prefix determines the position of the outline.

IN, UN, EN

intense

intend

untrue

entrust

IM, EM

impress

improper

imitate

emperor

employ

DIS, DES

destroy

discuss

despatch

dispose

TY, DY

study

lady

Monday

treaty

duty

CON, COM	✓	ANCE, ENCE	✓
COG, COUN	✓	ANTS, ENTS	✓
conquer	✓	eonferenee	✓
commerce	✓	oecurrencee	✓
committee	✓	substance	✓
eomfort	✓	entrancee	✓
counter	✓	annoyanee	✓
TIVE, SIVE	✓	allowance	✓
narrative	✓	adherents	✓
comparative	✓	CIRCU-M	✓
passive	✓	eireuitous	✓
impressive	✓	circulate	✓
intensive	✓	circumferenee	✓
suseceptive	✓	eireumnavigate	✓

SELF, SELVES

myself	himself	itself	themselves
--------	---------	--------	------------

✓	✓	✓	✓
---	---	---	---

92. When *N* immediately follows *In* or *Un*, and when *M* follows *Im*, double the consonant.

inner	innate	innovate	immodest	immense

93. Immediately preceding *M*, *R*, *T*, *K*, or *L*, the prefix *In*, *Un*, or *En* is expressed by the *U* hook.

uncommon		unemployed	
unkind		enlighten	
incomplete		unlimited	
unimportant		unrest	

94. PL, BL, FL, VL. In words of more than one stroke, *Pl* or *Bl* is expressed by the *P-B* hook; *Fl* or *Vl*, by the *F-V* hook. After a hook, circle, or a surface character, *B* or *F* stroke represents *Bl* or *Fl*, respectively.

sample		travel	
comparable		terrible	
incomparable		trouble	
careful		capable	
spoonful		incapable	

95. TION, CIEN, TIONAL, TIAL. The termination *Tion*, *Cien*, *Tional*, or *Tial*, including any preceding vowel, is expressed by the *Ch* character.

nation	conscience
impression	intentional
dissipation	partial
aspersion	commercial

96. EX. The sound of *X*, including any preceding vowel, is expressed by the small vowel hook and *S*.

exposed	expressed	examination	extend	mix
---------	-------	-----------	-------	-------------	-------	--------	-------	-----	-------

97. When an outline which begins with a vowel, is joined to a preceding character, the vowel is sometimes omitted.

unexposed	text
appearance	reappearance
appropriate	inappropriate
exact	inexact

98. The *A* hook is sometimes used for *Al.*

GENERAL EXERCISE

almost		unmannerly	
Almighty		unreformed	
although		uncommunicated	
altogether		encumbrance	
invitation		untidy	
inspire		unattainable	
inquiry		unimpressive	
invasion		unknown	
innovation		special	
innocence		impartial	
inhuman		emotional	
inhesion		official	
intention		perception	
ingratitude		imposition	
invigorate		imperative	
enthusiasm		contrition	

native		situation	
expensive		citation	
expressive		taxation	
imprudence		accommodate	
immature		anticipation	
imminent		social	
eminent		association	
embrace		persuasion	
reaction		provision	
recognize		superstition	
recognized		commission	
encounter		conformity	
valuable		everybody	
expression		studies	
expire		peaceful	
expostulate		peaceable	
exposition		indisputable	
experience		disappearance	

WRITING EXERCISE**99.**

inherit distress dismay dispute discuss discussion
recommend recommendation body ourselves inattention
extemporaneous irritation creation creative circulation
dependable indiscretion indescribable physician dispensation
destitute dismiss agreeable retentive formidable
excusable inexcusable excellent expenditure conception
detective reputable deprivation reliable rational irrational
invoice expiration studious deputy deputation
irresolute mentions recompense remission extension
endurance endure reliance unintentional unmanly impulse
undoubted exhaust decision indecision inanimate
insulation enter extra acceptable displace uncertain
specialized audible everybody's unencumbered foreclosure

WRITING EXERCISE

100.

Dear-Sir:

Our compliance with your expressed wish, meets the approval (of the) company, and we-have shipped the imitation oak counters to-you f. o. b. New Orleans.

We recognize the depression and unrest which seem to exist in-your section (of the) country, and we-are-pleased-to-be as lenient as-may-be agreeable to all.

Although we-have no desire to tax you, we find it impossible to make any concession at this time. No-doubt you-will recall that we consigned these goods to-you with-the understanding that remittance would-be made at-the expiration (of the) time allowed on your balance.

We-remain, with-good-wishes,

Very-truly-yours,

Almost all (of the) employers desire a report from-their employees. They-are-not altogether pleased and decline to enter-the contest intended for recreation.

They will also refrain from any reproach which-may impair the reputation of an inferior official.

The distance from-here-to-the City-of Paris is about two thousand miles. The expense of-a trip there should be comparatively small.

We-have already expressed our anticipation of-a trip through Europe.

READING EXERCISE

101.

101. *Conditioning* is a method of training the mind to respond automatically to certain stimuli. It is based on the principle that the brain can learn to associate a particular stimulus with a particular response. This association can be strengthened through repeated exposure to the stimulus, which leads to an automatic response. Conditioning has been used in various fields, such as psychology, education, and marketing, to influence behavior and attitudes. It is also used in sports and fitness to improve performance and technique. Conditioning can be achieved through various methods, such as classical conditioning, operant conditioning, and observational learning. It is a powerful tool for shaping behavior and can be used effectively when applied correctly.

TENTH LESSON

DISJOINED AFFIXES

TRANS		SHIP	
translate	tra-	township	-ship
transposed	trans-	ownership	-ership
untranslated	untrans-	authorship	-ership
MIS		E-OGRAPH	
mistrust	mis-	telegraph	-graph
misconduct	mis-	telegraphy	-graphy
misalliance	mis-	autograph	-graph
SELF		stenographers	
self-made	self-	ILITY, ALITY, Etc.	-ity
self-praise	self-	nationality	-ality
self-taught	self-	facility	-ility

ISITY, OSITY	✓	FY-FYING
CITY, Etc.	✓	FICATION
capacity	✓	modify
curiosity	✓	rectify
intensity	✓	testifying
ARITY, ORITY, Etc.	°	modification
minority	°	OVER	°
popularity	°	overstep
security	✓	overtax
NESS, LESS	..	MAG-NI, MAGNIF
carefulness	✓	magazine
careless	✓	magnified
aimless	✓	magnificent
LESSNESS	..	BARTY, BILITY PARITY, PALITY
carelessness	✓	barbary
lawlessness	✓	nobility
OLOGY	✓	prosperity
theology	✓	capability
etymology	✓	principality

102. When followed by *T*, *D*, or *Sy*, *Tion* or *Cien* is disjoined and written after the preceding outline.

stationed		proportionate	
mentioned		affectionate	
ancient		sufficiency	
patients		deficiencies	

103. IC, TIC. To express *Ic* or *Tic*, disjoin the consonant immediately preceding, and write it under the preceding outline.

automatic authentic systematic pacific

104. ING, THING. To express *Ing* or *Thing*, place a dot at the end of the preceding outline. When a character follows *Ing* or *Thing*, it is written in the place of the dot, or close to the preceding outline.

105. The sound *Inging* is expressed as illustrated.

willing		walking	
unwilling		anything	
willingly		something	
coming		nothing	
doings		Cunningham	
thinking		singing	

106. By disjoining some letters or prefixes, *Tr* or *Dr* is expressed. *In* or *Un* disjoined is *Inter* or *Under*; *Al* or *Ul* disjoined is *Altr*, *Ultra*, etc.; *Con* disjoined expresses *Contra*, *Countr*, etc.

interrupt	interstate
instruct	instructor
undermine	underlay
retract	retrograde
restrain	unrestrained
contraction	contrast
construct	reconstruct
alternate	alternative
extreme	extremist
determine	detract
district	disturb
entertain	enterprise

GENERAL EXERCISE

counteract		international	
contract		interpretation	
control		intercept	
uncontrollable		interruption	
counterfeit		uninterrupted	
contrary		intersect	
contribution		intercourse	
contradictory		intricate	
contrivance		electricity	
extricate		underneath	
extract		undersign	
external		yesterday	
exterminate		undisturbed	
extremity		altercation	
intermission		deteriorate	
interview		intermediate	
intervention		material	

transportation		powerless	
transform		aimlessly	
transact		thoughtlessness	
transcribe		self-conceit	
untransferable		familiarity	
untranslatable		priority	
mislay		variety	
mistreat		superiority	
destructible		formality	
overstate		fidelity	
overpower		incapacity	
overcome		simplicity	
membership		publicity	
partnership		probability	
magnitude		liability	
magnificence		stability	
sameness		affability	
weakness		municipality	

intensify		magnetic	
simplify		phonetic	
notifying		pneumatic	
specification		aristocratic	
purification		enthusiastic	
motioned		sympathetic	
cautioned		socialistic	
transient		pathetic	
impatient		scientific	
passionate		Atlantic	
extortionate		paragraph	
incompassionate		telegrapher	
efficiency		stenographer	
proficiency		geography	
psychology		conducting	
pathology		conferring	
statistics		winning	
mathematics		proceedings	

107.

WRITING EXERCISE

misappropriation disintegration introduce introduction
 similarity sincerity countersign extraction trying
 fortifying phonograph diplomatic needless plurality
 intersection photographer philology immortality
 immorality physiology understudy underwriters pro-
 ficiency untransmitted undisputed selfishness uselessness
 disturbance notoriety overturn overgrown overdue
 overtime tireless attentiveness insufficient deterioration
 tenacity misplace gigantic debility improbability
 despotic domestic untiring inferiority transpire trans-
 ferable overdraw witness university anticipating artistic
 reckless reality unreality materiality scarcity Birming-
 ham interference contradict consternation inefficiency

PHRASING

108. In phrasing, *Ing* or *Thing* is expressed by writ-
 ing the outlines preceding and following close together.

willing to	<u>—</u>	all things	<u>—</u>
willing to be	<u>—</u>	doing the	<u>—</u>
unwilling to be	<u>—</u>	acknowledging the	<u>—</u>
thankning you	<u>—</u>	thinking the	<u>—</u>
trusting to hear	<u>—</u>	doing a	<u>—</u>
some things	<u>—</u>	forming a company	<u>—</u>
small things	<u>—</u>	doing its	<u>—</u>

WRITING EXERCISE**109.**

The council meeting yesterday was undisturbed.

Although diplomatic, the district attorney was fearless in his determination to restrain the trust magnates from any interference with private enterprises.

He contends that all public utilities should-be under-the control (of the) municipality, and he-will concentrate his attention to-that end.

The majority realize the immensity (of the) problem, and also the magnitude of their responsibility.

The city authorities have no desire to overtax the capacity of-any transportation company, which might-be powerless to overcome any incapacity to meet-the deficiency. Their only alternative seems to-be a complete transformation of their transfer system.

That we-may avoid misunderstanding or possible misappropriation of contributions, we-shall introduce ideas which will-be recognized by-the society.

The president is, indeed, sympathetic and in all-things patient with those of foreign nationality, who remain unrestrained.

The university president has authority to instruct the associate author to contribute autograph copies of his text on physiology; also extracts and illustrations from a popular magazine.

An instructor would do well to create or intensify the interest of his class. “‘This one-thing I-do, or these forty things I dabble in,—’ which shall it-be?”

READING EXERCISE

110.

on the 1st of June 1890
I am sending you
a copy of the
newspaper
of the
same date
and
I hope you will like it.
Yours very truly
John C. Smith

ELEVENTH LESSON

RATIONAL ABBREVIATION

111. Some consonants are omitted when but slightly enunciated.

112. Omit *N* preceding the halving principle, in words of two or more syllables.

account amount moment payment prominent
.....

113. After the first character, letters which have similar sounds, or which naturally cognate, are sometimes written one for the other, when more facile joining may thus be effected; as *T-D-Th*, *K-Q*, *G-J*, *Y* is sometimes used for *W*, and *V* may be inverted.

stock	ſ	said	ſ..	emigrate	ſſ..
take	ſ	income	ſſ..	cover	ſſ..
inadequate	ſ	injury	ſſ..	converse	ſſ..
frequent	ſ	enjoy	ſſ..	always	ſſ..

114. When half length *M* will not make good joining with the preceding character, half length *N* is used.

statement	treatment	ailment	allotment

115. In the middle or at the end of words, *T* is sometimes omitted after *Ses.*

insist	consist	resist	persist	assist

116. Omit *D* when it immediately precedes *G* or *V*.

117. At the beginning of a word when preceded by a vowel or a circle, *G* is used for *J*; and *K*, for *Q*.

agent		advise	
adjourn		adventure	
Germany		advocate	
acquisition		acquire	

118. At the beginning of a word before *L* or *N*, *Ch* is written upward.

chain	channel	chance	child	chill

119. In writing *H-rt* use stroke *R*; and *H-rd* or *H-rth* is written *Fr* and the stroke.

heart		hearty		hurt	
hard		hardy		heard	

120. In the middle or at the end of an outline, *H* may be written without an angle, and it is sometimes omitted from common words.

behind	behold	behest	household	withhold

DOWNTWARD

ER	ZHA

121. In the middle or at the end of an outline, *Zha* and *Sh* are used interchangeably.

spacious	precious	pressure	leisurely	garage

122. The character *Er* is used in the middle or at the end of an outline to facilitate joining; when followed by *D* in monosyllables, and when followed by concurrent vowels.

GENERAL EXERCISE

toward		attract	
stored		welcome	
ruin		acquirement	
Roan		require	
rode		incredible	
readers		vacate	
glazier		increase	
thrasher		locality	
leisure		suspect	
initiate		subsist	
instrument		assistance	
detriment		courage	
appreciate		emigrant	
incapacious		immigrant	
square		injudicious	
mistook		likewise	
overtake		otherwise	

highway		persuasive	
unconscious		comprehensive	
amendable		undertake	
amendment		intercede	
excitement		substitute	
confident		method	
student		commodity	
identify		discover	
inscribe		conserve	
inscription		typographical	
describe		stenographic	
ordinance		lithographic	
ordinary		pathological	

123.

WRITING EXERCISE

ride read reading locate location imprudent requirement rude
 entertainment inducement reduce indicate dislocate conspicuous
 prospectus demand unjust ungracious punish British Spanish
 erasure censured overlooked banished immeasurable undertaken
 incur chancery posted immigration emigration migration peck
 knock document assessment telegraphic biographic brush trash
 poured mourn tired neared messenger passenger

SIMILAR WORDS

auditor	<i>əd̪oɔrɪ</i>	gain	<i>geɪn</i>	pope	<i>pəpə</i>
editor	<i>ɛd̪ɪtər</i>	game	<i>ɡeɪm</i>	public	<i>pʌblik</i>
apposite	<i>əpɒsɪt</i>	God	<i>gəd̪</i>	renew	<i>riːnjuː</i>
opposite	<i>əpɒzɪt</i>	guide	<i>gaɪd̪</i>	ruin	<i>raɪn</i>
belt	<i>bel̪t</i>	hard	<i>ha:d̪</i>	run	<i>rʌn</i>
bolt	<i>bol̪t</i>	horrid	<i>ho:ri:d̪</i>	roam	<i>roʊm</i>
collect	<i>kəl̪ekt</i>	held	<i>hɛld̪</i>	send	<i>send</i>
correct	<i>kərɒkt̪</i>	hold	<i>hɔld̪</i>	sent	<i>sent</i>
connection	<i>kənɛkʃn</i>	last	<i>la:st̪</i>	scheme	<i>skem</i>
concussion	<i>kənkjʊnʃn</i>	lost	<i>lo:t̪</i>	skill	<i>skɪl̪</i>
date	<i>deɪt̪</i>	latest	<i>leɪt̪ɪst̪</i>	school	<i>sku:l</i>
day	<i>deɪ</i>	lowest	<i>lo:wəst̪</i>	slowly	<i>sləʊli</i>
elder	<i>ɛld̪ər</i>	leave	<i>li:v</i>	solely	<i>so:lɪ</i>
older	<i>ɔ:l̪d̪ər</i>	live	<i>liv</i>	stay	<i>steɪ</i>
eldest	<i>ɛld̪ɛst̪</i>	magnify	<i>mægnɪfɪ</i>	set	<i>set</i>
oldest	<i>ɔ:l̪d̪ɛst̪</i>	modify	<i>mo:d̪ɪfɪ</i>	swear	<i>swɛr</i>
eruption	<i>ərʊpt̪n</i>	marked	<i>ma:kɪd̪</i>	swore	<i>swɔ:r</i>
irruption	<i>ɪrʊpt̪n</i>	market	<i>ma:kɪt̪</i>	taught	<i>taʊt̪</i>
favorite	<i>faʊvərɪt̪</i>	met	<i>met̪</i>	thought	<i>θɔ:t̪</i>
favored	<i>faʊvərd̪</i>	made	<i>meɪd̪</i>	thin	<i>θɪn</i>
feed	<i>fi:d̪</i>	merchandise	<i>mer:t̪ɪndɪsɪ</i>	tin	<i>θɪn</i>
food	<i>fu:d̪</i>	merchants	<i>mer:t̪ɑnts</i>	trade	<i>træd̪</i>
folly	<i>foli</i>	most	<i>mo:st̪</i>	trait	<i>træt̪</i>
fashion	<i>faʃn</i>	must	<i>mu:st̪</i>	vacation	<i>vəkeɪʃn</i>
fiscal	<i>fi:səl̪</i>	notes	<i>no:t̪z</i>	vocation	<i>vəkeɪʃn</i>
physical	<i>fi:zɪkl̪</i>	notice	<i>no:tɪs</i>	woman	<i>womən</i>
				women	<i>womɪn</i>

124. To distinguish words ending in *Ses* from the plural form of words ending in *S*, add the second *S* to the plural form.

Mrs.	Misses	princess	princes
------	--------	----------	---------

125. In compound words stroke *N* and the vowel hook are used for *Men*, to distinguish from *Man*.

foreman	foremen	councilman	councilmen
---------	---------	------------	------------

126. When desirable to distinguish *Th* as heard in *bathe*, from that heard in *bath*; *W*, from a connected vowel; and *Z* from *S*, an oblique dash is written after the outline.

loath

price

loathe

prize

Allington

face

Wellington

phase

127. When desirable to indicate that a character has been interchanged, in proper names, a tiek is written across the outline.

Ledger	Lodge	LaCrosse	Siding
--------	-------	----------	--------

VOCALIZATION

128. Although in Speedwā Shorthand vocalization is seldom used in practical work, it is designed to enable a writer to determine with exactness the vowel sound in an obscure word or a proper name.

129. A dot written in the different places, with relation to the character, in the order corresponding with the order in which the position vowels are given in the text, indicates the respective position vowel sounds. These vowels are accordingly designated as *first-place*, *second-place*, *third-place*, and *fourth-place* vowels.

First Position ī aw-ah ā oi.

Second Position ā ō-ow ē ū.

Third Position ē oo ū ī.

tī	⠄⠄⠄	mă	⠄⠄⠄	mā	⠄⠄⠄	tū	⠄⠄⠄
taw	⠄⠄⠄	moi	⠄⠄⠄	mō	⠄⠄⠄	tī	⠄⠄⠄
tă	⠄⠄⠄	tă	⠄⠄⠄	mě	⠄⠄⠄	mē	⠄⠄⠄
toi	⠄⠄⠄	tō	⠄⠄⠄	mū	⠄⠄⠄	moo	⠄⠄⠄
mī	⠄⠄⠄	tĕ	⠄⠄⠄	tē	⠄⠄⠄	mū	⠄⠄⠄
maw	⠄⠄⠄	tū	⠄⠄⠄	too	⠄⠄⠄	mī	⠄⠄⠄

130. When a tick, circle or a surface character is joined to a stroke, the outline is vocalized with reference to the stroke.

131. The secondary vowel sound as given in the first and second positions, respectively, is indicated by an oblique dash written in *second-place*.

Powers		Janes	
Towers		Jones	
Bowers		Stenson	
Brown		Munson	
Myers		Cousin	
Brawn		Keen	
Prine		Steele	
Saunders		Minter	
Sanders		Kingston	
Hoyt		Troy	

132. Many long words may be abbreviated or the termination dropped, without impairing the reading power. This is frequently done in longhand, as *ult* for *ultimo* or *ultimate*, *ans* for *answer*, *inst* for *instant*, *rev* for *reverend*, etc.

133. The extent to which this principle may be employed depends upon the ability and qualifications of the individual writer. The outlines given in the following list will serve as examples, and the student should practice them until he can write and read them readily.

accomplish, -ment	—	arrange, -ment	—	concern	—
accord-ing-ly	—	astonish, -ment	—	condemn	—
achieve-ment	—	average	—	congratulate, -tion	—
acquaintance	—	avenue	—	congregate, -tion	—
administer	—	awhile	—	consequent-ly, -ce	—
administra-trix	—	baptism	—	consider-able, -ly	—
administra-tor	—	benignant, -ly	—	constituent, -cy	—
advertise, -ment	—	bring	—	constitute, -tion	—
agriculture, -al	—	calculate, -tion	—	continue-al	—
ahead	—	capital	—	correspond, -ent	—
America	—	certify, -cate	—	cross-examine, -ation	—
American	—	chairman	—	custom-ary	—
among	—	character	—	delinquent-cy	—
answer	—	children	—	demonstrate, -tion	—
apparent-ly	—	church	—	department	—
application	—	citizen	—	designate	—
archbishop	—	clerk	—	different-ly	—
argue-ment	—	clock	—	distinguish	—

doctor	.. .	exercise	.. .	independence, .. -dent-ly
early	.. .	exorbitant	.. .	indispensable ..
economy-eal	.. .	extinguish	.. .	indignant-ly, .. indignation
education	.. .	farther	.. .	individual-ly ..
elsewhere	.. .	floor	.. .	influence, .. -tial
employment	.. .	further	.. .	infringe-ment ..
encourage, -ment	.. .	general-ly	.. .	instant-ly ..
engage-ment	.. .	govern-ment	.. .	instantaneous, -ly ..
England	.. .	grant, grand	.. .	instinctive-ly ..
English	.. .	ground	.. .	interest-ed ..
enough	.. .	hand	.. .	into ..
entitled	.. .	handker- chief	.. .	investigate, -ation ..
establish, -ment	.. .	happy	.. .	invest-ment ..
estimate, -tion	.. .	helpful	.. .	involve-d ..
extraordinary	.. .	history	.. .	jurisdiction ..
et cetera	.. .	historical	.. .	large-ly ..
&c.	.. .	hope	.. .	legislate-ure ..
exclude-sive, -ly	.. .	immediate, -ly	.. .	lengthen ..

malignant, -ly	notwith- standing	probable-ly	→
management	oblige-ation	professor	→
manufacture	opinion	progress, -ive	→
many	original-ly	prolong	→
memoranda	parliament, -ary	property	→
memorandum	part	prosper	→
mistake-n	people	purpose	→
month	perfect-ly	quarter	6
mortgage	perpendicu- lar-ly	railroad	→
morning	philanthropy	railway	→
necessary	platform	recollect, -ion	→
necessity	pleasure	recover	→
neglect	plenipoten- tiary	refer-ence	→
negligence	practical-ly	relinquish	→
negotiation, -able	prefer-ence	remark-able	→
never	preliminary	republican	→
nevertheless	preponderate, -ance	resignation	→
newspaper	privilege	result	→

revenue,	stockholder	treasure
reverend		
Roman	subordinate,	ultimate-um
Catholie	-tion	
revolve	substantial	ultimo
salesman	subservient,	unanimity
	-ee	
second	suggest-ion	unanimous,
		-ly
several	superintend-	uniform
	-ent	
short	surprise	unless
signify-cant,	tendency	until
-ee		
sometime,	thereafter	universal,
same time		-ly
spirit	throughout	wonderful,
		-ly
start	tolerate,	wrong
	-tion	
strengthen		

INITIALS

134. In writing initials, some characters are discriminated as illustrated below.

S C Z T D F L

— — — — — — — —

ADVANCED PHRASING

135. The following suggestions may be helpful to the shorthand writer:

136. Phrase only such words as are easily joined.

137. Phrase only short, common words, and such as naturally run together in speaking, as *you may be*, *I may be*, *we do not*, etc.

138. Every stenographer will find special words and phrases peculiar to his line of work, which may be briefly expressed by intersection, omission, and otherwise. Each writer should compile a list of such terms and provide special outlines for them.

139. The common business phrases given in the following list will serve as examples, and the student should practice them until he can read and write them readily.

Yours very truly *e.* by return mail 

Yours sincerely *e.* by express 

Sincerely yours *e.* prepaid express 

Yours respectfully *e.* United States Express 

Respectfully yours *e.* Parcel Post 

Yours very respect- *ee.* Postal Telegraph Co. 

Very respectfully *e.* Western Union 
yours Telegraph

Fraternally yours *e.* First National Bank 

Yours truly *e.* Second National 
Bank

Merchants' National Bank	<u>o</u>	at once	<u>o</u>
Commercial National Bank	<u>o</u>	at last	<u>o</u>
Savings Bank	<u>o</u>	at least	<u>o</u>
Board of Trade	<u>o</u>	inasmuch as	<u>o</u>
Board of Directors	<u>o</u>	as a matter of course	<u>o</u>
Democratic Party	<u>o</u>	as a matter of fact	<u>o</u>
Republican Party	<u>o</u>	C. O. D.	<u>o</u>
post office	<u>o</u>	less than	<u>o</u>
Post Office Department	<u>o</u>	as soon as possible	<u>o</u>
fire department	<u>o</u>	as well as possible	<u>o</u>
legislative department	<u>o</u>	as soon as convenient	<u>o</u>
finance committee	<u>o</u>	at an early date	<u>o</u>
special committee	<u>o</u>	at an early day	<u>o</u>
Humane Society	<u>o</u>	day or two ago	<u>o</u>
Missionary Society	<u>o</u>	week or two ago	<u>o</u>
endowment policy	<u>o</u>	month or two ago	<u>o</u>
one's self	<u>o</u>	sometime ago	<u>o</u>
of course	<u>o</u>	today or tomorrow	<u>o</u>

more and more	—o—	per pound	—e—
better and better	—oo—	price list	—ee—
from time to time	—//—	first-class matter	—go—
from day to day	//	second-class matter	—eo—
day after day	.../—	vice versa	—ee—
day by day	...//	plans and specifications	—et—
time after time	—//—	deed of trust	—eo—
again and again	...—	abstract of title	—eo—
over and over again	—ee—	whether or not	—ee—
City of Chicago	—vv—	on or before	—ee—
City of New York	—vv—	these things	—ee—
New York City	—vv—	anything else	—ee—
to do	—s—	secretary and treasurer	—et—
unwilling to do	—ss—	President of the United States	—eo—
something to do	—sv—	Ex-president of the United States	—eo—
would be	—ee—	Secretary of State	—et—
would not	—ee—	it is sometimes	—et—
per dozen	—ez—	it is said	—et—
per cent	—ez—		

140. In phrasing *And a*, *On a*, *And the*, *On the*, etc., write *The* forward and *A* downward.

and a on a and the on the



141. In the middle or at the end of a phrase or word a character or word-sign may be interchanged with its cognating character.

to do so	<u>o</u>	I did not say	<u>o</u>
willing to do so	<u>o</u>	would say	<u>o</u>
I do not think	<u>o</u>	they say	<u>o</u>
we do not think	<u>o</u>	inward	<u>o</u>
we will say	<u>o</u>	upward	<u>o</u>

142. Omit *To* when it must be supplied in reading.

in regard to the matter	<u>o</u>	able to	<u>o</u>
in order to be	<u>o</u>	obliged to	<u>o</u>
in reply to	<u>o</u>	hope to be	<u>o</u>
in answer to	<u>o</u>	endeavor to be	<u>o</u>
in response to	<u>o</u>	up to date	<u>o</u>
in reference to	<u>o</u>	we wish to say	<u>o</u>
glad to say	<u>o</u>	they wish to say	<u>o</u>

143. The principle of disjoining for *Tr* or *Dr* may be applied to advantage in phrasing, by writing a prefix which ends with *Tr* or *Dr*, close to the following word.

under separate cover		enter into	
under the circum- stances		alter the case	
under date		extra fine	
under our terms		extra nice	
under any		extra discount	

To the Teacher:

This completes the Manual of Speedwā Shorthand, and the student is now ready to begin his speed dictation and advanced reading.

For Supplementary exercises, Graduated speed dictation exercises, Advanced reading matter, Vocabulary, Phrases, Cities and States, Official titles, Railroads, each section equivalent to a book within itself, yet comprised in one, and designed as an essential aid to both yourself and the student, in rounding out his preparation for stenographic work, he should have in hand a copy of Speedwā Dictation-Reader.

REPORTING EXPEDIENTS

The following expedients will be found helpful to those desiring to do court or verbatim reporting.

144. Omit *K* from words ending with *Ct.*

145. In writing some words, *R* may be omitted.

GENERAL EXERCISE

inspect	—	barn	—
inspection	—	prospect	—
suspect	—	invironment	—
reflect	—	clergyman	—
deflect	—	during	—
inflect	—	intelligent	—
introduction	—	magistrate	—
warm	—	fortunately	—
corn	—	expect	—

REPORTING VOCALIZATION

146. The first position vowels are indicated by a dot, written in the different *places* with relation to the stroke, in the order in which they are given in the Manual; second position vowels, by the *A* character; third position vowels, by the *E* character.

price		Miami		patron	
trace		pioneer		create	
team		diadem		dimensions	
demure		diameter		coersion	

DENOMINATE NUMBERS

147. Some denominate numbers are represented as illustrated below.

5 oz. 5 lbs. 5 cwt. 5 qts.

5 bus. 5 in. 5 yds. 5 sec.

55 min. 5 hrs. 2 hrs., 10 min., 15 sec.

148. Repetition Incomplete Sentence

PHRASING

149. To express *Said* or *Side*, *Sd* is used.

they said he said may be said this side

150. Make any stroke double length to add *Will* or *In*.

it will be they will not I am in for instance

151. Make any stroke half length to add *To*, *It*, or *The*.

if it will it not for the in the

152. Use *Tion* to express *Attention*.

my attention immediate attention their attention

153. A hook at the end on the reverse side of any stroke expresses *You* or *Your*.

GENERAL EXERCISE

do you think		what did you say	
do you suppose		did you say	
do you remember		at any event	
do you mean to say		Justice of the Peace	
do you swear		notary public	
do you recall		attorney-general	
it is said		bill of sale	
it will be said		Circuit Court	
in relation to		Supreme Court	
other side		Superior Court	
their side		Federal Court	
my side		District Court	
be careful		Court of Appeals	
please state whether or not		Grand Jury	
who said so		ladies and gentlemen	
question of time		gentlemen of the jury	

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